



How to Register for the Conference Non-State of Michigan Staff

If you have questions with registration, please contact Bre Lehmann at dtmb-mi-interopconf@michigan.gov or 517-284-3959.

Starting Registration:

1. Log into your MI-TRAIN account at <http://www.train.org/mi-train>.
2. To locate the conference registration, type **1125709** or **2025 Michigan Statewide Interoperable Communications Training Conference - NEW** in the search box and click **Enter**.
3. Click on the title of the conference.
4. Scroll down and select the blue **Register** button.

Accessibility Accommodations: If you need accommodations to fully participate in the conference, please indicate this during registration. Requests should be made at least two weeks before the conference to ensure proper arrangements.
For more information and to register, visit www.michigan.gov/miinterop.
We look forward to seeing you there!

When
Start • Mar 4, 2025
End • Mar 4, 2025

Where
Delta Hotel
939 Third Street
Michigan 48106

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<https://www.train.org/reservation?id=169635&resvlink>
The nightl

Register

Sessions All sessions ▾

Mar 4, 2025

1:00 PM - 5:00 PM **Tuesday General Session**

- Mandatory
- Opening Address from MPSCS
- Opening Address from EMHSD
- Fireside Chat with CISA - ECD Leadership

Registering for the Conference:

5. A Registration window will pop up alerting you there is a fee associated with the conference. Click **NEXT** to continue.

Registration [X]

There is a fee associated with this content.
To proceed for additional payment information please click "Next".

Cancel **Next**



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6. Click **Register** on the Ways to Attend window.

Registration

Confirm your selection

Ways to attend
In-person

Back Register

7. You will now proceed to the Payment Processing Center (PPC) in a new browser window.

Conference Registration Payment:

8. You will not have a special code; click **Continue**.

MICHIGAN STATE POLICE

Michigan State Police

Michigan.gov
The Official State of Michigan Website

WELCOME TO THE PAYMENT PROCESSING CENTER.

The next step in your registration is to enter your special code below. If you do not have a special code please continue with your registration by clicking continue..

Special Code:

Continue

NOTE: The registration process will end if left idle for more than 15 minutes.

9. Enter any dietary needs and answer all conference registration questions.
10. When complete click **Continue** at the bottom.



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REGISTRATION INFORMATION

Please fill out the following registration information:

	Additional Fee	
Please enter your name as you would like it to appear on your name badge.	\$0.00	<input type="text"/>
Please enter your agency name as you would like it to appear on your name badge.	\$0.00	<input type="text"/>
Will you allow your name and email address to be shared with all conference attendees?	\$0.00	<input type="button" value="No"/>
Will you allow your name and email address to be shared with conference exhibitors?	\$0.00	<input type="button" value="No"/>
Please list any special dietary needs for any representative(s). If none, please enter N/A. (*Answering this question is important so that we can be sure to provide safe and nutritious meals for all in attendance.)	\$0.00	<input type="text"/>
Please describe any special accommodations needed to fully participate in the conference, or list N/A for none.	\$0.00	<input type="text"/>

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

11. For who is responsible for payment, select either Self or Employer.

Who is responsible for the payment of this course/conference:

Self
 Employer

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

12. **If you select Self**, you can pay via **Invoice or Credit Card**. The **Journal Voucher** option is applicable to Michigan State Police staff **ONLY**.

- Select either Invoice or Credit Card** depending on how you want to pay and click **Continue**.
- Review the Student Registrant Information, make any necessary adjustments, and click **Continue**.



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STUDENT REGISTRANT INFORMATION.

Please verify the student information:

First Name:

Last Name:

Address:

City:

State:

Zip:

Email Address:

* The update of your personal information only effects the Payment Processing Center. Please update your MI-TRAIN account.

- c. Proceed to Step 14 below.
13. **If you select Employer**, enter your employer's billing information to pay by **Invoice** and click **Continue**.

EMPLOYER INFORMATION.

Please enter your employer's billing information:

Employer Name:

Please check if State of Michigan employee

Address:

City:

State:

Zip:

Email Address:

Contact Name:

- a. On the Payment Method Screen check the box for **Invoice** and then click **Continue**.

PAYMENT METHOD

Please select your method of payment:

Journal Voucher (MSP Employees Only)

Invoice

Credit Card

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!



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- b. Review the Student Registrant Information, make any necessary adjustments, and click **Continue**.

STUDENT REGISTRANT INFORMATION.

Please verify the student information:

First Name:

Last Name:

Address:

City:

State:

Zip:

Email Address:

* The update of your personal information only effects the Payment Processing Center. Please update your MI-TRAIN account.

14. You will see a summary of your information and charges. If everything is correct, review the terms and conditions, check the box to Agree and click **Continue**.

TERMS & CONDITIONS

No on-site registrations will be accepted. Cancellation of attendance by February 14, 2025, is permitted. After this date, no refunds will be issued. To cancel a registration, please contact Bre Lehmann at DTMB-MI-InterOpConf@michigan.gov and also withdraw through MI-TRAIN.

I agree with these Terms and Conditions.

You are now registered for the conference.

Credit Card Payments:

15. If you selected **Credit Card** in step 12a. above, you will be directed to the CEPAS Credit Card Processing module for MSP to complete your payment.

MICHIGAN.GOV
Michigan's
Official
Website

Michigan State Police

Payment Method

Payment Request

Welcome to the CEPAS Credit Card Processing Payment Module.
This process is being used as a secure means of processing credit card authorizations.
Payment may be made with a valid Visa, MasterCard, or Discover credit card. This payment will appear on your statement as "MI STATE POLICE PMTS."
To begin the payment process, select payment method, then click on "NEXT" in the box below.

* Indicates required field

Choose method of payment

Pay by electronic check

* Account Type:

Pay by credit card

Important Information Regarding Debit Blocks
Some financial institutions offer a service referred to as "Debit blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

International ACH Transactions (IAT)
Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

[MI.gov Home](#) | [Policies](#) | [Accessibility](#) | [Disability Resources](#) | [FOIA](#) | [Departments](#)



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16. Chose to pay by either Electronic Check or Credit Card and click **Next**.

17. Fill in all the requested information and click **Next** to process your payment.

Selecting Your Sessions:

18. You must select your conference sessions and your attendance at the exhibitor networking reception. Some sessions are mandatory and have already been selected for you. To choose your other sessions, please click the Register button to the left of the session description.

19. If you would like to print your agenda, please click the 3 Dot menu at the top of the page and click Printable Schedule.



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Lodging:

You are responsible for making your own lodging reservation. Please use one of the methods listed below to complete your reservations.

To make reservations by phone, call the hotel at 1-833-999-0181 and specifically ask for the Group Block under Michigan's Statewide Interoperable Comm (code MSI).

To make reservations online, visit [Delta Hotels Muskegon Convention Center Interop Conference Reservations](#).